

**NOAA INTERNAL JOB OPPORTUNITY FOR
NON-COMPETITIVE REASSIGNMENT**

Open Period: May 04, 2016 - May 11, 2016

Title, Series, Band/Grade: Management Analyst, ZA-0343-04 (GS 13/14 Equivalent)

Duty Station: Washington, DC

Who May Apply/Area of Consideration: Current NOAA employees at the (1) ZA/ZP Pay Band 4; or (2) GS-14 grade level; or (3) GS-13 grade level with promotion potential to the GS-14 grade level.

Relocation: Relocation expenses **will not** be considered.

Security Level: Non-critical sensitive position

Background: This position will serve as an Advisor to the Deputy Under Secretary for Operations of NOAA. In this role, you will provide direct staff support to the Deputy Under Secretary for Operations, coordinating programmatic and administrative activities across the Agency for the Deputy Under Secretary and other senior NOAA policy officials. In this position, you will be responsible for helping manage office operations, communications, strategic planning and decision-making processes.

Duties: Specific responsibilities include: providing guidance on ongoing management priorities; identifying critical needs and issues that require immediate attention for all offices; ensuring maximum functioning of the office's internal operations, and implementing systems and processes that facilitate the day-to-day functioning of the office and, in particular, support for the Deputy Under Secretary.

Will be working closely with NOAA's broader political leadership and NOAA's Line and Staff Offices to address NOAA-wide policy, management and program issues. Developing, coordinate and clear a myriad of actions, briefings, controlled correspondence, leadership messages, press releases, testimony, and routine reports internal to NOAA, the Department of Commerce and the White House. Ensure staff work and resources meet the objectives and policies of the Office of the Under Secretary, and are implemented in an effective and timely manner.

Working closely with the Deputy Under Secretary and NOAA's Line and Staff Office directors to ensure Agency goals and objectives are met. Will support the Deputy Under Secretary on strategic planning and budget formulation and effective staff workload balancing. This includes interacting, negotiating, communicating and maintaining effective working relationships with top management, plus all levels of external individuals and groups to gain cooperation, support and acceptance of issues, initiatives or other matters. Facilitate the communication of priorities identified to implement and fulfill policy and program initiatives. Conduct assessments, research and prepare analyses and briefing papers, reports, or other information to keep management apprised of matters important to the office and to recommend projects to achieve goals.

Develop schedules, milestones, processes, systems and controls to accomplish projects. In this leadership position, will simultaneously oversee and manage multiple activities, coordinate the work of others, and integrate the work into a complete product.

Knowledge, Skills, and Abilities (KSAs):

- Ability to provide comprehensive analyses relating to proposed initiatives; conduct background research and short-term feasibility studies; and, develop general plans to define objectives and coordinate work to be undertaken.
- Ability to understand and communicate complex scientific, technical and managerial issues to a broad range of audiences.
- Ability to interact and communicate effectively with colleagues, and supervisors, as well as external partners.

Educational Qualifications: There is no positive education requirement for this position.

Specialized Experience Statement: Applicants must possess the specialized experience equivalent in difficulty and responsibility to the position being filled. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position.

Specialized Experience for this position includes:

- Directing and coordinating complex and sensitive policy issues, particularly those of high priority interest to NOAA.
- Experience developing, writing, reviewing, and editing correspondence, reports and briefing materials for senior officials.
- Experience providing analysis and recommendations to management or senior leadership for alternative solutions to programmatic or administrative problems.

How to Apply: E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: mail to: Kathy.Lewis@noaa.gov

NOTE: *Do not send PII to this email account* Any PII information should be sent using DOC's approved Accellion Secure File Transfer program – found at <https://sft2.doc.gov/>

Additional Questions – Point of Contact:

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